

## **Working Capital Funds (Internal Service) [REDACTED]**



## INTERNAL SERVICE ACTIVITIES SUMMARY

Internal service activities provide central services (transportation, supplies, printing, data processing, photocopying, mail services, telephones, microfilming, etc.) to other City agencies.

### Budget Highlights

The total adopted 1988 budget increases \$248,426 (2.5%) above 1987.

- Provides for continued City-County cooperation in computer support for Public Safety and Municipal Court; and permits the City to proceed with finance, utility billing and office automation enhancements.
- Telephone charges will be reduced by \$100,000 by bidding long distance services (saving \$20,000) and reducing cash balances (by \$80,000) exceeding needed cash reserves.
- Replacement of Fire vehicles is included in the Vehicle and Fleet Maintenance budget, but the \$167,500 in increased cost is offset by a \$173,545 decrease in costs for inventory purchase requirements.
- The increase in the overall Central Maintenance Facility (CMF) budget of \$19,765 is due to increased repair and maintenance costs as the facility ages (e.g. reroofing of the Sewer Maintenance structure at a cost of \$35,000).
- Energy conservation will reduce \$23,920 in CMF electrical costs.

### Budget Summary

	<u>1987</u>	<u>1988</u>
Personal Services	\$1,910,239	\$ 1,924,830
Contractual Services	1,974,795	1,967,942
Commodities	2,466,605	2,489,295
Capital Outlay	1,808,395	1,929,020
Other	<u>1,762,555</u>	<u>1,859,928</u>
<b>Total</b>	<b>\$9,922,589</b>	<b>\$10,171,015</b>
 <u>Activity</u>		
Data Processing/Office Automation	\$1,480,985	\$ 1,905,875
Stores, Microfilm, Printing	1,028,525	863,870
Telecommunications	550,075	524,894
Vehicle and Equipment Pool	6,400,244	6,393,851
Central Maintenance Facility	462,760	482,525
<b>Total</b>	<b><u>\$9,922,589</u></b>	<b><u>\$10,171,015</u></b>



CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	DATA PROCESSING/OFFICE AUTOMATION	ACTIVITY NO.: 610-40-060
DEPARTMENT:	FINANCE	
DIVISION:	BUDGET AND MANAGEMENT	

DATA PROCESSING AND OFFICE AUTOMATION (DP/OA)  
INTERNAL SERVICES FUND SUMMARY

	<u>Actual</u> <u>1986</u>	<u>Budget</u> <u>1987</u>	<u>Revised</u> <u>1987</u>	<u>Adopted</u> <u>1988</u>
<u>Expenditures</u>				
Data Processing Services (SCDPD)	\$1,384,347	\$1,058,340	\$1,058,340	\$1,077,102
Reserve for Expanded SCDP Services	--	108,120	--	--
Payroll Clearing Account	(8,700)	7,500	7,500	9,000
DP/OA Support Section	133,838	195,330	195,330	197,570
MIS Team Support	1,738	7,950	7,950	9,500
Reserve	--	80,155	--	612,703
Subtotal	\$1,511,223	\$1,457,395	\$1,269,120	\$1,905,875
Contingent Expenditures	--	110,000	110,000	200,000
Total Expenditures	\$1,511,223	\$1,567,395	\$1,379,120	\$2,105,875
<u>Revenues</u>				
Data Processing Charges	\$1,553,355	\$1,215,018	\$1,215,018	\$1,287,580
Office Automation Charges	136,530	139,680	139,680	149,580
MIS Team Support	6,000	7,950	7,950	--
PC Support Charges	--	--	--	12,610
Other	51	--	--	--
Subtotal	\$1,695,936	\$1,362,648	\$1,362,648	\$1,449,770
Contingent Services	--	110,000	110,000	200,000
Subtotal Current Revenues	\$1,695,936	\$1,472,648	\$1,472,648	\$1,649,770
Fund Balance - January 1	177,864	94,747	362,577	456,105
Total Resources	\$1,873,800	\$1,567,395	\$1,835,225	\$2,105,875
Fund Balance - December 31	\$ 362,577	\$ --	\$ 456,105	\$ --

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: DATA PROCESSING / OFFICE AUTOMATION      ACTIVITY NO.: 610-40-060-50200  
DEPARTMENT: FINANCE  
DIVISION: BUDGET  
ACTIVITY: DP/OA SUPPORT

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 79,171	\$ 84,395	\$ 90,980
121 Employee Benefits	23,237	23,590	24,800
TOTAL PERSONAL SERVICES	\$ 102,408	\$ 107,985	\$ 115,780
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	3,311	3,200	3,860
230 Transportation Out-of-city	1,340	6,850	1,750
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions	1,251	2,500	2,500
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	39		
295 Other Contractual Services	28,181	36,825	32,530
TOTAL CONTRACTUAL SERVICES	\$ 34,122	\$ 49,375	\$ 40,640
<b>COMMODITIES</b>			
310 Office Supplies	\$ 7,778	\$ 7,000	\$ 7,500
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements	37		
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment	685	900	900
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools		300	300
395 Other Commodities			
TOTAL COMMODITIES	\$ 8,500	\$ 8,200	\$ 8,700
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$ 5,000	\$ 5,000
440 Office Equipment	12,045	30,500	14,000
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 12,045	\$ 35,500	\$ 19,000
<b>OTHER</b>			
900 Reserve	\$	\$ 17,860	\$ 13,450
TOTAL OTHER	\$ --	\$ 17,860	\$ 13,450
<b>TOTAL</b>	<b>\$ 157,075</b>	<b>\$ 218,920</b>	<b>\$ 197,570</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: DATA PROCESSING/OFFICE AUTOMATION  
 DEPARTMENT: FINANCE  
 DIVISION: BUDGET AND MANAGEMENT  
 ACTIVITY: DP/OA SUPPORT

ACTIVITY NO.: 610-40-060-50200

The Data Processing and Office Automation section is responsible for coordination of the City's total automation effort. Specific functions include staff assistance to the Management Information Systems Team in developing long-range plans, liaison between County Data Processing and City departments, consulting, reviewing, and training of office automation operators and personal computer users. Three positions are assigned these functions, and are organizationally part of the Budget and Management Division.

POSITION TITLE	POSITIONS		1988 EMPLOYMENT RANGE	1988 ADOPTED
	1987 BUDGET	1988 BUDGET		
Data Processing Coordinator	1	1	631	\$ 34,890
Data Processing Analyst	1	1	629	31,720
Office Automation Systems Implementer	<u>1</u>	<u>1</u>	623	<u>24,020</u>
Subtotal	<u>3</u>	<u>3</u>		\$ 90,630
ADD: Longevity				--
Year End Payroll Accrual				<u>350</u>
TOTAL				<u>\$ 90,980</u>

CAPITAL OUTLAY

-- - Cabling	- \$ 5,000
4 - IBM PC/2 Model 50	- 12,000
-- - Disk Drives	- 1,000
-- - Training Lab Furniture	- <u>1,000</u>
Total	- <u>\$19,000</u>

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CITY OF WICHITA 1988 ANNUAL BUDGET

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FUND: DATA PROCESSING/OFFICE AUTOMATION INTERNAL SERVICE  
 DEPARTMENT: FINANCE

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Data Processing/Office Automation Allocations

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
Sedgwick County (SCDP) Mainframe Computing Services	\$1,384,347	\$1,058,340	\$1,077,102
Reserve for Expanded SCDP Services	--	108,120	--
Payroll Clearing Account (SCDP City Employees)	(8,700)	7,500	9,000
Management Information Systems Team	1,738	7,950	9,500
Reserve		80,155	612,703
Total Program Allocations	<u>\$1,377,385</u>	<u>\$1,262,065</u>	<u>\$1,708,305</u>

SEDGWICK COUNTY (SCDP) MAINFRAME COMPUTER SERVICES (610-40-060-50000-295)

Mainframe computer services for major City applications (e.g., Police Information System, Municipal Courts functions, Payroll, Accounting, Water billing, and others) are provided by the Sedgwick County Data Processing Department. These services are budgeted at a total of \$1,077,102 for services until July 1, 1988.

RESERVE FOR EXPANDED SCDP SERVICES (610-40-060-50000-900)

No requests for expansion of services from SCDP are currently pending or anticipated.

PAYROLL CLEARING ACCOUNT (SCDP CITY EMPLOYEES) (610-40-060-50300)

As part of the data processing agreement, City data processing employees vested in the City retirement system were allowed to remain City employees for retirement system purposes. The requirement for this item is estimated at approximately two average payrolls. The 1985 actual was \$9,339.

MANAGEMENT INFORMATION SYSTEMS TEAM (610-40-060-50500)

The \$9,500 for 1988 funds the costs of implementing the Information Management Plan adopted by the City Council in June 1987.

RESERVE (610-40-060-50400-900)

This \$612,703 represents the monies accumulated primarily for replacement of the IBM 5520 Administrative System (office automation system) since its acquisition. These funds are not allocated for any specific purpose, but could be used, with the approval of the City Council, for the acquisition of office automation or other systems consistent with the Information Management Plan.



CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	TELECOMMUNICATIONS	ACTIVITY NO.: 670-40-900
DEPARTMENT:	FINANCE	
DIVISION:	PURCHASING	
ACTIVITY:	TELECOMMUNICATIONS	

TELECOMMUNICATIONS INTERNAL SERVICE FUND

	<u>Actual 1986</u>	<u>Budget 1987</u>	<u>Revised 1987</u>	<u>Adopted 1988</u>
<u>Expenditures</u>				
Contractual Services	\$ 334,079	\$ 368,500	\$ 368,500	\$ 363,300
Capital Outlay	4,905	--	--	--
Inventory/Clearing	52,487	93,240	93,240	69,500
Reserve	--	88,335	88,335	92,094
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal	\$ 391,471	\$ 550,075	\$ 550,075	\$ 524,894
Contingent Operations	--	50,000	50,000	50,000
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	\$ 391,471	\$ 600,075	\$ 600,075	\$ 574,894
 <u>Revenues</u>				
Rental	\$ 504,821	\$ 535,678	\$ 535,678	\$ 396,000
Other	245	--	--	--
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal	\$ 505,066	\$ 535,678	\$ 535,678	\$ 396,000
Contingent Revenues	--	50,000	50,000	50,000
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal Current Revenues	\$ 505,066	\$ 585,678	\$ 585,678	\$ 446,000
Fund Balance - January 1	29,696	14,397	143,291	128,894
Total Resources	<hr/> \$ 534,762	<hr/> \$ 600,075	<hr/> \$ 728,969	<hr/> \$ 574,894
 Fund Balance - December 31	 \$ 143,291	 \$ --	 \$ 128,894	 \$ --

FUND: TELECOMMUNICATIONS                      ACTIVITY NO.: 670-40-900-50000  
DEPARTMENT: FINANCE  
DIVISION: PURCHASING  
ACTIVITY: TELECOMMUNICATIONS

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$	\$	\$
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ --	\$ --	\$ --
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	121,746	135,000	135,000
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions		300	300
270 Professional Services	1,000	5,000	
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	211,333	228,200	228,000
TOTAL CONTRACTUAL SERVICES	\$ 334,079	\$ 368,500	\$ 363,300
<b>COMMODITIES</b>			
310 Office Supplies	\$	\$	\$
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ --	\$ --	\$ --
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment	4,905		
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 4,905	\$ --	\$ --
<b>OTHER</b>			
485 Clearing Account	\$ 52,487	\$ 93,240	\$ 69,500
900 Reserve		88,335	50,000
TOTAL OTHER	\$ 52,487	\$ 181,575	\$ 119,500
<b>TOTAL</b>	<b>\$ 391,471</b>	<b>\$ 550,075</b>	<b>\$ 482,800</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: VEHICLE AND EQUIPMENT INTERNAL SERVICE FUND ACTIVITY NO.: 618-70-282-50000  
 DEPARTMENT: PUBLIC WORKS  
 DIVISION: FLEET AND BUILDINGS MAINTENANCE  
 ACTIVITY: VEHICLE AND EQUIPMENT POOL

	<u>VEHICLE AND EQUIPMENT POOL FUND</u>			
	<u>Actual 1986</u>	<u>Budget 1987</u>	<u>Revised 1987</u>	<u>Adopted 1988</u>
<u>Expenditures</u>				
Personal Services	\$ 1,221,913	\$ 1,214,405	\$ 1,210,899	\$ 1,555,070
Contractual Services	126,394	133,735	138,000	131,280
Commodities	1,614,935	2,290,230	2,290,305	2,323,850
Administrative Charges	44,639	45,805	45,805	48,100
Total Maintenance Operations	\$ 3,007,881	\$ 3,684,175	\$ 3,685,009	\$ 4,058,300
Pool Equipment Replacement	1,571,161	\$ 1,762,700	\$ 1,727,464	\$ 1,699,100
Fire Equipment Replacement	--	--	--	167,500
Inventory Purchases	151,614	578,030	332,709	404,475
Reserves for Operations	--	27,810	--	64,476
Subtotal	\$ 4,730,656	\$ 6,052,715	\$ 5,745,182	\$ 6,393,851
Fleet Improvement Program	--	12,595	--	--
Contingent Expenditures	--	200,000	200,000	200,000
Total Expenditures	\$ 4,730,656	\$ 6,265,310	\$ 5,945,182	\$ 6,593,851
<u>Revenues</u>				
Vehicle Rental	\$ 1,785,558	\$ 1,899,750	\$ 1,886,880	\$ 1,963,145
Equipment Rental	3,055,808	3,120,695	3,136,847	3,422,372
Fire Equipment Replacement	--	--	--	167,500
Charges -- Services and Sales	193,678	523,000	161,050	151,100
Sales of Property	50,610	130,000	50,000	50,000
Other Revenues	95,417	80,121	85,500	105,500
Subtotal	\$ 5,181,071	\$ 5,753,566	\$ 5,320,277	\$ 5,859,617
Contingent Revenue	--	200,000	200,000	200,000
Subtotal Current Revenues	\$ 5,181,071	\$ 5,953,566	\$ 5,520,277	\$ 6,059,617
Fund Balance - January 1	508,724	311,744	959,139	534,234
Total Resources	\$ 5,689,795	\$ 6,265,310	\$ 6,479,416	\$ 6,593,851
Fund Balance - December 31	\$ 959,139	\$ --	\$ 534,234	\$ --

NOTE: This fund is the result of combining two previous internal service funds, the Official Motor Pool and the Equipment Motor Pool, into a single fund. These funds were combined effective January 1, 1987 in order to eliminate the need for interfund accounting transactions, facilitate improved inventory control and streamline administration. Combined totals are shown for 1986 to enable direct comparison.

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: VEHICLE AND EQUIPMENT/INTERNAL SERVICE ACTIVITY NO.: 618-70-282-50000  
 DEPARTMENT: PUBLIC WORKS  
 DIVISION: FLEET AND BUILDINGS  
 ACTIVITY: VEHICLE AND EQUIPMENT MAINTENANCE

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 1,221,912	\$ 1,210,899	\$ 1,211,370
121 Employee Benefits	358,631	338,450	343,700
TOTAL PERSONAL SERVICES	\$ 1,580,543	\$ 1,549,349	\$ 1,555,070
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas	7,744	10,000	7,740
213 Water			700
214 Trash/Dump Fees	462	650	
220 Communications	17,598	19,450	18,950
230 Transportation Out-of-city	475	4,000	2,500
231 Transportation In-city			
240 Advertising	953	1,300	1,000
250 Insurance	3,950	4,100	4,500
260 Dues and Subscriptions	228	650	500
270 Professional Services	110	950	950
291 Office Automation			
292 Data Processing	24,032	18,085	22,290
293 Central Maintenance	17,000	17,000	17,000
294 Motor Pool Charges	2,400	2,400	
295 Other Contractual Services	51,442	55,150	55,150
TOTAL CONTRACTUAL SERVICES	\$ 126,394	\$ 133,735	\$ 131,280
<b>COMMODITIES</b>			
310 Office Supplies	\$ 5,884	\$ 7,800	\$ 6,000
320 Clothing and Linen	6,850	8,500	7,500
330 Food, Drugs and Chemicals	4	50	50
340 Operating Supplies - Buildings	81	300	300
350 Repair Parts-Bldgs. & Improvements	335	1,000	1,000
360 Operating Supplies - Equipment	621,976	1,237,780	1,200,000
370 Repair Parts - Equipment	970,635	1,026,300	1,100,000
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools	9,171	8,500	9,000
395 Other Commodities			
TOTAL COMMODITIES	\$ 1,614,936	\$ 2,290,230	\$ 2,323,850
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment	1,073,815	1,207,000	860,100
460 Operating Equipment	497,345	555,700	839,000
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 1,571,160	\$ 1,762,700	\$ 1,699,100
<b>OTHER</b>			
550 Administrative Charge	\$ 44,639	\$ 45,805	\$ 48,100
480 Inventory Purchases	151,614	578,020	404,475
900 Reserve / Fleet Improvement Program		40,405	35,476
TOTAL OTHER	\$ 196,253	\$ 664,230	\$ 488,051
<b>TOTAL</b>	<b>\$ 5,089,286</b>	<b>\$ 6,400,244</b>	<b>\$ 6,197,351</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: VEHICLE AND EQUIPMENT FUND      ACTIVITY NO.: 618-70-282-50000  
 DEPARTMENT: PUBLIC WORKS  
 DIVISION: FLEET & BUILDINGS  
 ACTIVITY: VEHICLE AND EQUIPMENT MAINTENANCE

This activity purchases, repairs and maintains vehicles and equipment used by City user activities. Preventive maintenance, emergency repairs and propane fueling are performed at the main Central Maintenance Facility at 1801 South McLean, on a 24-hour, seven-day per week basis.

POSITION TITLE	POSITIONS		1988	1988 ADOPTED
	1987 BUDGET	1988 BUDGET	EMPLOYMENT RANGE	
Fleet and Buildings Director	0	1	E-9	\$ 42,960
Fleet Maintenance Director	1	0	E-9	--
Fleet Maintenance Supervisor	1	1	629	33,650
Equipment Maintenance Supervisor	2	2	627	60,870
Chief Mechanic	3	3	624	78,790
Automotive Mechanic Supervisor	5	5	623	121,690
Body Shop Supervisor	1	1	623	25,030
Fleet Maintenance Stores Supv.	1	1	623	25,030
Administrative Aide II	1	1	623	25,030
Maintenance Mechanic Supv.	1	0	622	--
Automotive Mechanic	20	20	622	444,290
Machinist Mechanic	1	1	622	22,330
Body Shop Mechanic	1	1	622	23,860
Administrative Aide I	1	1	620	21,720
Account Clerk II	2	2	619	41,490
Storekeeper II	3	3	619	58,760
Automotive Mechanic Helper	4	4	618	69,980
Storekeeper I	3	3	617	49,620
Automotive Service Worker	5	5	616	81,080
Custodial Worker I	1	0	615	--
Subtotal	<u>57</u>	<u>55</u>		\$1,226,180
ADD: Overtime				\$ 9,000
Longevity				7,910
Shift Differential - 2nd				3,740
Shift Differential - 3rd				6,860
One Day Pay Encumbrance				4,720
Subtotal				<u>\$1,258,410</u>
LESS:				
Charge - Building Services				(66,150)
ADD:				
Charge - Public Works Administration				<u>19,110</u>
TOTAL				<u>\$1,211,370</u>
CAPITAL OUTLAY:				
50 - Sedans	\$ 437,800			
19 - Marked Police Traffic Sedans	209,000			
8 - Dump Trucks	211,000			
2 - Motor Graders	140,000			
12 - Pickups	135,500			
3 - Street Sweepers	130,000			
-- Recondition/Update Automated Fuel System	74,000			
5 - Vans	57,000			
Other Equipment	<u>304,800</u>			
TOTAL	\$1,699,100			

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	CENTRAL MAINTENANCE	ACTIVITY NO.: 648-70-282
DEPARTMENT:	PUBLIC WORKS	
DIVISION:	FLEET AND BUILDINGS	
ACTIVITY:	CENTRAL MAINTENANCE FACILITY	

CENTRAL MAINTENANCE FACILITY INTERNAL SERVICE FUND

	<u>Actual 1986</u>	<u>Budget 1987</u>	<u>Revised 1987</u>	<u>Adopted 1988</u>
<u>Expenditures</u>				
Operations	\$ 240,472	\$ 450,060	\$ 331,970	\$ 482,525
Contingent Operations	--	50,000	50,000	50,000
Total Expenditures	\$ 240,472	\$ 500,060	\$ 381,970	\$ 532,525
 <u>Revenues</u>				
Central Maintenance Services	\$ 313,612	\$ 313,594	\$ 313,323	\$ 308,275
Other	1,372	--	--	--
Total Noncontingent Revenues	\$ 314,984	\$ 313,594	\$ 313,323	\$ 308,275
Contingent Revenues	--	50,000	50,000	50,000
Total Current Revenues	\$ 314,984	\$ 363,594	\$ 363,323	\$ 358,275
Fund Balance - January 1	118,385	136,466	192,897	174,250
Total Resources	\$ 433,369	\$ 500,060	\$ 556,220	\$ 532,525
 Fund Balance - December 31	\$ 192,897	\$ --	\$ 174,250	\$ --

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: CENTRAL MAINTENANCE INTERNAL SERVICE    ACTIVITY NO.: 648-70-282-50000  
DEPARTMENT: PUBLIC WORKS  
DIVISION: FLEET AND BUILDINGS  
ACTIVITY: CENTRAL MAINTENANCE FACILITY

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 44,801	\$ 45,425	\$ 37,260
121 Employee Benefits	13,149	12,700	10,610
TOTAL PERSONAL SERVICES	\$ 57,950	\$ 58,125	\$ 47,870
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$ 82,346	\$ 116,520	\$ 92,600
212 Natural Gas	35,486	42,870	42,870
213 Water	3,616	3,305	3,540
214 Trash/Dump Fees	1,364	1,800	1,800
220 Communications	3,553	6,000	5,400
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance	13,442	14,100	14,810
260 Dues and Subscriptions			
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	5,800	6,000	6,730
295 Other Contractual Services	1,079	6,500	5,500
TOTAL CONTRACTUAL SERVICES	\$ 146,686	\$ 197,095	\$ 173,250
<b>COMMODITIES</b>			
310 Office Supplies	\$ 210	\$ 275	\$ 275
320 Clothing and Linen	111	250	
330 Food, Drugs and Chemicals	1,051	2,000	1,000
340 Operating Supplies - Buildings	5,151	8,000	8,000
350 Repair Parts-Bldgs. & Improvements	28,622	40,000	35,000
360 Operating Supplies - Equipment	4,074	3,500	3,500
370 Repair Parts - Equipment	3,496	6,500	5,500
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools	70	700	500
395 Other Commodities			
TOTAL COMMODITIES	\$ 42,785	\$ 61,225	\$ 53,775
<b>CAPITAL OUTLAY</b>			
420 Buildings (Roof Repairs)	\$	\$	\$ 35,000
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment	3,074	8,695	
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 3,074	\$ 8,695	\$ 35,000
<b>OTHER</b>			
550 Administrative Charge	\$ 3,126	\$ 3,185	\$ 3,340
900 Reserve for Repairs		134,435	169,290
TOTAL OTHER	\$ 3,126	\$ 137,620	\$ 172,630
<b>TOTAL</b>	<b>\$ 253,621</b>	<b>\$ 462,760</b>	<b>\$ 482,525</b>





CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	STATIONERY STORES	ACTIVITY NO.: 675-40-900-50010/50020/50040
DEPARTMENT:	FINANCE	
DIVISION:	PURCHASING	
ACTIVITY:	STORES/DUPLICATING/MICROFILM	

STATIONERY STORES, DUPLICATING AND MICROGRAPHICS

	<u>Actual 1986</u>	<u>Budget 1987</u>	<u>Revised 1987</u>	<u>Adopted 1988</u>
<u>Expenditures</u>				
Stores and Clearing	\$ 345,816	\$ 552,763	\$ 394,116	\$ 448,440
Duplicating	185,326	290,611	223,720	341,580
Contingent Operations	--	80,490	--	--
Microfilming	45,555	63,751	86,100	73,850
Transfer (General Fund)	--	--	--	59,280
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	\$ 576,697	\$ 987,615	\$ 703,936	\$ 923,150
 <u>Revenues</u>				
Total Sales and Clearing	\$ 337,660	\$ 498,579	\$ 343,500	\$ 350,500
Duplicating Services	258,454	311,840	298,987	304,255
Microfilming	62,800	82,100	47,800	32,800
Reimbursed Expenditures	5,247	--	--	--
	<hr/>	<hr/>	<hr/>	<hr/>
Subtotal Current Revenues	\$ 664,161	\$ 892,519	\$ 690,287	\$ 687,555
Fund Balance - January 1	161,780	95,096	249,244	235,595
	<hr/>	<hr/>	<hr/>	<hr/>
Total Resources	\$ 825,941	\$ 987,615	\$ 939,531	\$ 923,150
Less: Expenditures	576,697	987,615	703,936	923,150
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance - December 31	\$ 249,244	\$ --	\$ 235,595	\$ --

## CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: STATIONERY STORES  
DEPARTMENT: FINANCE  
DIVISION: PURCHASING  
ACTIVITY: STORES/DUPLICATING/MICROFILMING

ACTIVITY NO.: 675-40-900-50010/50020/50040

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 140,342	\$ 146,370	\$ 155,370
121 Employee Benefits	<u>41,190</u>	<u>40,910</u>	<u>41,740</u>
TOTAL PERSONAL SERVICES	\$ 181,532	\$ 187,280	\$ 197,110
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	2,370	1,900	1,900
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions		100	100
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>52,877</u>	<u>159,600</u>	<u>172,870</u>
TOTAL CONTRACTUAL SERVICES	\$ 55,247	\$ 161,600	\$ 174,870
<b>COMMODITIES</b>			
310 Office Supplies	\$ 2,393	\$ 3,000	\$ 3,000
320 Clothing and Linen	57	50	70
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment	60,659	87,000	83,000
370 Repair Parts - Equipment	2,162	15,050	14,850
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools	23	50	50
395 Other Commodities			
TOTAL COMMODITIES	\$ 65,294	\$ 105,150	\$ 100,970
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment		1,500	160
450 Vehicular Equipment			
460 Operating Equipment	17,565		8,260
480 Purchase - Inventory	140,327	210,000	175,000
485 Purchase Clearing	<u>151,248</u>	<u>275,000</u>	<u>200,000</u>
TOTAL CAPITAL OUTLAY	\$ 309,140	\$ 486,500	\$ 383,420
<b>OTHER</b>			
550 Administrative Charges	\$ 6,674	\$ 7,505	\$ 7,500
000 Contingency		<u>80,490</u>	
TOTAL OTHER	\$ 6,674	\$ 87,995	\$ 7,500
<b>TOTAL</b>	<b>\$ 617,887</b>	<b>\$ 1,028,525</b>	<b>\$ 863,870</b>

## CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	STATIONERY STORES	ACTIVITY NO.:	675-40-900-50010/50020/50040
DEPARTMENT:	FINANCE		
DIVISION:	PURCHASING		
ACTIVITY:	STORES/DUPLICATING/MICROFILMING		

These services are administered by the Purchasing Division of the Department of Finance as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, duplicating services, mailroom service, photocopying and microfilming services at the most economical cost possible. These activities are also responsible for accurately billing individual divisions for appropriate telephone services, photocopying machine usage, and for producing employee photo identification cards.

<u>POSITION TITLE</u>	<u>POSITIONS</u>		1988	1988 <u>ADOPTED</u>
	<u>1987 BUDGET</u>	<u>1988 BUDGET</u>	<u>EMPLOYMENT RANGE</u>	
Micrographics Supervisor	1	1	625	\$ 27,580
Administrative Aide III	1	1	625	27,580
Print Shop Supervisor	1	1	624	24,810
Printing Press Operator II	1	1	620	21,050
Printing Press Operator I	1	1	619	19,650
Clerk II	1	1	615	17,350
Typist Clerk	1	1	614	15,790
	<u>—</u>	<u>—</u>		
Subtotal	<u>7</u>	<u>7</u>		\$153,810
ADD: Longevity				970
Year End Payroll Accrual				590
TOTAL				<u>\$155,370</u>

## CAPITAL OUTLAY

1 - Secretarial Chair	- \$ 160
1 - Double Stitcher	- <u>8,260</u>
TOTAL	<u>\$8,420</u>

100

ACTIVITY NO: 660-40/64

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[illegible]

## SELF INSURANCE SUMMARY

This is a new Internal Service Fund and consolidates the following four funds which previously have been classified as expendable trust funds: Self Insurance (employee liability, property damage, and tort liability), Workers' Compensation, Health Insurance, and Life Insurance.

### Budget Highlights

The adopted 1988 budget reflects an increase of \$675,416 (9.0%) from the 1987 budget, of which \$490,730 (6.6%) is for a 1988 contingency.

- The Risk Management/Safety Office includes a new position of Risk Manager.
- The Tort Liability/Self Insurance allocation reflects an increase of \$146,766 for liability claims, of which \$80,000 is for an appeal of a federal court decree.
- Group Life Insurance reflects a decrease of \$215,765 and provides \$300,000 for death benefits. Employees also contribute to this program.
- Group Health Insurance is based on the City's contribution of \$150 per month for a family plan and \$65 per month for a single plan. Employees also contribute to this program.
- Worker's Compensation is based on 1.25 percent of payroll which is the same rate as 1987.

<u>Budget Summary</u>		
	<u>1987</u>	<u>1988</u>
Personal Services	\$ 584,464	\$ 691,970
Contractual Services	6,147,440	6,335,540
Commodities	154,225	103,480
Capital Outlay	6,630	1,500
Other	546,065	981,750
Total	\$7,438,824	\$8,114,240
<u>Activity</u>		
Risk Management/Safety	\$ 908,565	\$ 956,370
Tort Liability	162,874	309,640
Workers' Compensation	942,140	1,022,330
Health Insurance	4,768,710	4,894,400
Life Insurance	656,535	440,770
Contingency	--	490,730
Total	<u>\$7,438,824</u>	<u>\$8,114,240</u>

## CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: SELF INSURANCE  
DEPARTMENT: FINANCE  
DIVISION: PURCHASING  
ACTIVITY: RISK MANAGEMENT/SAFETY OFFICE

ACTIVITY NO.: 660-40-900-50000

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 43,720	\$ 40,105	\$ 79,460
121 Employee Benefits	13,083	11,210	21,420
TOTAL PERSONAL SERVICES	\$ 56,803	\$ 51,315	\$ 100,880
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications	463	400	400
230 Transportation Out-of-city	63	900	1,000
231 Transportation In-city			
240 Advertising			
250 Insurance	467,233	701,250	749,390
260 Dues and Subscriptions	212	600	600
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	410	600	600
295 Other Contractual Services	1,490		
TOTAL CONTRACTUAL SERVICES	\$ 469,871	\$ 703,750	\$ 751,990
<b>COMMODITIES</b>			
310 Office Supplies	\$ 1,709	\$ 2,000	\$ 2,000
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements	48,487	150,000	100,000
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 50,196	\$ 152,000	\$ 102,000
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay		1,500	1,500
TOTAL CAPITAL OUTLAY	\$ --	\$ 1,500	\$ 1,500
<b>OTHER</b>			
540 Transfer to MTA	\$ 60,000	\$	\$
TOTAL OTHER	\$ 60,000	\$ --	\$ --
<b>TOTAL</b>	<b>\$ 636,870</b>	<b>\$ 908,565</b>	<b>\$ 956,370</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND:	SELF INSURANCE	ACTIVITY NO: 660-40-900-50000
DEPARTMENT:	FINANCE	
DIVISION:	PURCHASING	
ACTIVITY:	RISK MANAGEMENT/SAFETY OFFICE	

The goal of the risk management and safety function is to provide for efficient management and a reduction of risks to which the city and its employees are or may be exposed. For 1988, the objectives of this section are to reduce by three and five percent respectively, the number of preventable accidents and lost time injuries recorded in 1987, and to reduce by five percent the number of work days lost during 1987.

This section analyzes accident data, issues safety recommendations, handles liability claims in conjunction with the Law Department and insurance carrier, and conducts safety inspections and training. This section also oversees the City's vehicle liability and building and contents insurance programs. The deductible portion of the buildings and contents insurance coverage is paid from the Self Insurance Fund. The deductible is \$100,000 per occurrence and \$200,000 aggregate.

<u>POSITION TITLE</u>	<u>1987</u> <u>BUDGET</u>	<u>1988</u> <u>BUDGET</u>	<u>1988</u> <u>EMPLOYMENT</u> <u>RANGE</u>	<u>1988</u> <u>ADOPTED</u>
Risk Manager	0	1	631	\$ 36,560
Occupational Safety Officer	<u>1</u>	<u>1</u>	629	<u>33,650</u>
Subtotal	<u>1</u>	<u>2</u>		\$ 70,210
ADD: Longevity				--
Secretary (½ CDBG)				8,950
Year End Payroll Accrual				<u>300</u>
TOTAL				<u>\$ 79,460</u>

CAPITAL OUTLAY

-- - Safety Films	- <u>\$1,500</u>
TOTAL	<u>\$1,500</u>

## CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: SELF INSURANCE  
DEPARTMENT: LAW  
ACTIVITY: TORT LIABILITY / SELF INSURANCE

ACTIVITY NO.: 660-64-320-50000

	1986 ACTUAL	1987 BUDGET	1988 ADOPTED
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 28,375	\$ 28,987	\$ 30,440
121 Employee Benefits	6,815	8,102	6,570
TOTAL PERSONAL SERVICES	\$ 35,190	\$ 37,089	\$ 37,010
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications			
230 Transportation Out-of-city	2,592	3,000	3,000
231 Transportation In-city			
240 Advertising			
250 Insurance			
260 Dues and Subscriptions			
270 Professional Services	26,499	79,000	89,000
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges	217		
295 Other Contractual Services	6,851	8,000	
TOTAL CONTRACTUAL SERVICES	\$ 36,159	\$ 90,000	\$ 92,000
<b>COMMODITIES</b>			
310 Office Supplies	\$ 528	\$ 625	\$ 630
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 528	\$ 625	\$ 630
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment	3,881		
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 3,881	\$ --	\$ --
<b>OTHER</b>			
900 Tort Liability Claims	\$ 103,772	\$ 35,160	\$ 180,000
TOTAL OTHER	\$ 103,772	\$ 35,160	\$ 180,000
<b>TOTAL</b>	<b>\$ 179,530</b>	<b>\$ 162,874</b>	<b>\$ 309,640</b>



CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: SELF INSURANCE  
DEPARTMENT: FINANCE  
DIVISION: CONTROLLER  
ACTIVITY: WORKERS COMPENSATION

ACTIVITY NO.: 660-40-660-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$ 28,374	\$ 42,969	\$ 45,130
121 Employee Benefits	<u>2,596</u>	<u>12,011</u>	<u>6,780</u>
TOTAL PERSONAL SERVICES	\$ 30,970	\$ 54,980	\$ 51,910
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications			
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance	71,736	91,970	100,000
260 Dues and Subscriptions			
270 Professional Services	289,972	333,310	352,450
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services	<u>8,235</u>	<u>15,800</u>	<u>15,800</u>
TOTAL CONTRACTUAL SERVICES	\$ 369,943	\$ 441,080	\$ 468,250
<b>COMMODITIES</b>			
310 Office Supplies	\$	\$	\$
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ --	\$ --	\$ --
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment		5,000	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ 5,000	\$ --
<b>OTHER</b>			
120 Workers Compensation	\$ 424,311	\$ 441,080	\$ 502,170
TOTAL OTHER	\$ 424,311	\$ 441,080	\$ 502,170
<b>TOTAL</b>	<b>\$ 825,224</b>	<b>\$ 942,140</b>	<b>\$ 1,022,330</b>

CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: SELF INSURANCE  
 DEPARTMENT: FINANCE  
 DIVISION: RETIREMENT AND INSURANCE  
 ACTIVITY: GROUP HEALTH INSURANCE

ACTIVITY NO.: 660-40-940-50000

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$	\$	\$
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ --	\$ --	\$ --
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications			
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance	4,523,760	4,762,610	4,888,300
260 Dues and Subscriptions			
270 Professional Services			
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services			
TOTAL CONTRACTUAL SERVICES	\$ 4,523,760	\$ 4,762,610	\$ 4,888,300
<b>COMMODITIES</b>			
310 Office Supplies	\$ 7	\$ 100	\$ 100
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 7	\$ 100	\$ 100
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment			
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ --	\$ --	\$ --
<b>OTHER</b>			
526 Refunds	\$ 1,485	\$ 6,000	\$ 6,000
TOTAL OTHER	\$ 1,485	\$ 6,000	\$ 6,000
<b>TOTAL</b>	<b>\$ 4,525,252</b>	<b>\$ 4,768,710</b>	<b>\$ 4,894,400</b>

## CITY OF WICHITA 1988 ANNUAL BUDGET

FUND: SELF INSURANCE  
DEPARTMENT: FINANCE  
DIVISION: RETIREMENT AND INSURANCE  
ACTIVITY: GROUP LIFE INSURANCE

ACTIVITY NO.: 660-40-940-50001

	1986 <u>ACTUAL</u>	1987 <u>BUDGET</u>	1988 <u>ADOPTED</u>
<b>PERSONAL SERVICES</b>			
110 Salaries & Wages	\$	\$	\$
121 Employee Benefits			
TOTAL PERSONAL SERVICES	\$ --	\$ --	\$ --
<b>CONTRACTUAL SERVICES</b>			
211 Electricity	\$	\$	\$
212 Natural Gas			
213 Water			
214 Trash/Dump Fees			
220 Communications			
230 Transportation Out-of-city			
231 Transportation In-city			
240 Advertising			
250 Insurance	103,859	140,000	125,000
260 Dues and Subscriptions			
270 Professional Services		10,000	10,000
291 Office Automation			
292 Data Processing			
293 Central Maintenance			
294 Motor Pool Charges			
295 Other Contractual Services			
TOTAL CONTRACTUAL SERVICES	\$ 103,859	\$ 150,000	\$ 135,000
<b>COMMODITIES</b>			
310 Office Supplies	\$ 431	\$ 1,500	\$ 750
320 Clothing and Linen			
330 Food, Drugs and Chemicals			
340 Operating Supplies - Buildings			
350 Repair Parts-Bldgs. & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus & Tools			
395 Other Commodities			
TOTAL COMMODITIES	\$ 431	\$ 1,500	\$ 750
<b>CAPITAL OUTLAY</b>			
420 Buildings	\$	\$	\$
440 Office Equipment	65	130	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 65	\$ 130	\$ --
<b>OTHER</b>			
526 Refunds	\$ 227	\$ 250	\$ 250
527 Death Benefits	206,000	500,000	300,000
550 Administrative Charges	4,655	4,655	4,770
TOTAL OTHER	\$ 210,882	\$ 504,905	\$ 305,020
<b>TOTAL</b>	<b>\$ 315,237</b>	<b>\$ 656,535</b>	<b>\$ 440,770</b>

